



Topsfield Finance Committee  
Minutes to the Meetings  
November 17, 2014

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Karen Dow, Jon Guido, Eric Menzer. Dana Warren and Kellie Hebert, Town Administrator (arrived at 7:02 and left 7:28), Richard Gandt, Chairman of the Board of Selectmen (arrived 7:20 and left at 7:27), Dr. Kevin Lyons, Superintendent to the Masconomet School District (arrived 7:29 and left at 8:04) and John Spencer, Masconomet Regional School Committee Member (arrived 7:30 and left at 8:04).

II. **Minutes:** Karen Dow made a motion to accept the November 3, 2014 minutes as drafted, seconded by Heidi Bond, voted in favor 6-0.

III. **Town Administrator Personnel Recommendation:** Kellie Hebert made a Personnel recommendation for FY2016, for non-represented personnel of 2% cost of living, plus steps and levels, plus longevity. She distributed Capital Improvement Plan Overview Draft #2 as well as the written Town Administrator's Recommendation to the Committee. She has been working with an independent consultant to formulate personnel recommendations including revisions to the Town Personnel System. Karen Dow has taken projected changes into account for the preliminary version of the FY2016 Budget Model.

IV. **Introduction of New Masconomet Superintendent:** Superintendent Dr. Kevin Lyons introduced himself to the committee and gave an overview for the current FY2015 budget cycle and the fiscal future for Masconomet. The Committee went on to discuss long term planning with Dr. Lyons and John Spencer. Dr. Lyons and Susan Givens will be coming to a future Finance Committee meeting to discuss student population and enrollment.

V. **FY2016 Budget Guidelines and Preliminary Model:** Karen Dow presented first Version of the FY2016 Finance Committee Budget Model. Chairman Lyons distributed a draft of the FY2016 Town of Topsfield Finance Committee Budget Guidelines. The Committee discussed and revised proposed Guidelines. Dana Warren made a motion to adopt the Proposed FY2016 Finance Committee Budget Guidelines, as revised. Karen Dow seconded the motion, voted in favor 6-0.

**VI. Town of Topsfield Town Meeting Citizen Petitions Form:** Chairman Lyons distributed a proposed Information Sheet relative to citizen petitions to place an Article in a Town Meeting Warrant. This had been reviewed by the Town Moderator and Town Clerk, whose comments were incorporated. The document is designed for use at the Town Clerk's Office and the Board of Selectmen's Office where citizen inquiry is made. A motion was made by Karen Dow to recommend the use of this Citizen Petition Information Sheet and attached forms at Town Hall and to authorize the Finance Committee Chair to make reasonable revisions if necessary in future. The motion was seconded by Eric Menzer and voted in favor 6-0.

**VII. Upcoming Meeting Schedule:** The next three meetings of the Committee will occur on January 5th, 12th and 26th, 2015 respectively, at 7:00 PM in the Proctor School.

**VIII. Adjourn:** Eric Menzer made a motion to adjourn at 9:04 PM, seconded by Heidi Bond and voted in favor 6-0.

Respectfully submitted,

Keelie E. Winslow

**Attachments:** Town Administrator's Recommendation to Topsfield Finance Committee, Capital Improvement Plan Overview Draft #2 FY2016 to FY2020, Masconomet Budget Calendar, FY2016 Worksheet Version 1.1, draft FY16 Budget Guidelines and proposed Citizen Petition Instruction Sheet